

8. Additional considerations:

- ☐ **Set-up business phone number:** It can either be a toll-free number or a local number. Make sure that your business number and business address are clearly identified on major business directories.
- ☐ **Set-up a website for your business:** having a website and being able to tap into social media is crucial for your business success! The Merrimack Valley Small Business Center (MVSBC) offers workshops on a regular basis on marketing for small businesses, website development and social media. The MVSBC can also assist you creating a marketing plan for your business. For more information:

Merrimack Valley Small Business Center (MVSBC)

88 Middle St, 2nd Floor

Lowell, MA 01852

978-322-8400

<http://www.merrimackvalleysmallbusiness.com>

- ☐ **Open a business bank account and keep-up with the bookkeeping for your business:** It is important that you keep your business transactions separate from your personal finances by opening a separate bank account for your business. Lowell has several local banks and Credit Unions that provide specialized programs and rates for small businesses. The Merrimack Valley Small Business Center offers Bookkeeping Services for a small fee to help you stay on track. For more information:

Merrimack Valley Small Business Center (MVSBC)

88 Middle St, 2nd Floor

Lowell, MA 01852

MVSBC Bookkeeper

978-606-8171

<http://www.merrimackvalleysmallbusiness.com>

- ☐ **Obtain a merchant's account so you can process credit card payments:** You need to be able to accept credit cards payments. There are many options from the traditional credit card machine to the mobile credit card readers...make sure that you shop around for the best rates.